

UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Records Administration Staff, DDS DATE: 11 August 1964

FROM : Area Records Officer, Office of Logistics

SUBJECT: Annual Report of Records Holdings

REF : Memorandum from Chief, Records Administration Staff, DDS dated 11 June 1964, same subject

1. In compliance with the request contained in the referenced memorandum, the following figures represent the records holdings for the Office of Logistics.

a. Cubic feet of records on hand
1 July 1963 6326.1

b. Cubic feet of records destroyed
in offices during FY 1964 275.84

c. Cubic feet of records on hand
30 June 1964 6171.72

2. The Depot Stock Control Branch, Supply Division, reported a total of 2,550 cubic feet of records destroyed during the fiscal year. This figure is based on 5 sugar bags of material destroyed each day for a total of 255 working days. This material is pulled from the voucher files as they are worked on and screened on a daily basis. The 2,550 cubic feet was not included in 1 b above as I was not certain you would consider this a bona fide figure.

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(11 Aug 64)

25 YEAR RE-REVIEW